



October 28, 2019

Emma Best  
73661-01794448@requests.muckrock.com

RE: FOIA/PA Request No. 19-0074

Dear Ms. Best:

This is in response to your Freedom of Information Act (FOIA) request, which you submitted to our office on May 21, 2019. Our office received your request the following day and assigned it case number 19-0074. Please note that we have assigned Roman numerals in front of your request items for tracking purposes. A copy of your request is enclosed. You requested the following:

- I. \* Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:
  - I. \*1. The instruction to do so from the Agency, as well as any guidance from the senior leadership
  - I. \*2. Documents discussing proposals and procedures
  - I. \*3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
  - I. \*4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation
- II. \* A copy of the agency's first perfected (successful) FOIA request
- III. \* Copies of other FOIA requests filed before the FOIA request described above

IV. \* Processing notes, search slips and response documents regarding the FOIA requests described above

V. \* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests

VI. \* A copy of the agency's first successful FOIA appeal

VII. \* Copies of other FOIA appeals received by the agency before the appeal described above

VIII. \* Processing notes, search slips and response documents regarding the FOIA appeals described above

IX. \* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals”

A search conducted within the offices of Communication, General Counsel, Congressional Relations, the Freedom of Information Act Office, and the Director's Office resulted in 85 pages (4 documents) that respond to items I. \*, I. \*1, and V. \* of your request. We did not find any records that respond to items I. \*2, I. \*3, I. \*4, II. \*, III. \*, IV. \*, V. \*, VI. \*, VII. \*, VIII. \*, and IX. \* of your request. In accordance with the National Archives and Records Administration (NARA)'s General Records Schedule 4.2, Item 020, Disposition Authority DAA-GRS-2016-0002-0001, the retention of FOIA case files and FOIA appellate files is six years. Any other long-term records were transferred to NARA as Peace Corps' Record Group (RG) 490. Here is the webpage link if you wish to inquire about RG 490 records with that agency:

<https://www.archives.gov/research/guide-fed-records/groups/490.html#490.2.3>.

Inasmuch as this constitutes a full grant of your request, I am closing this case in our Office. There are no fees associated with this response. If you are not satisfied with this response, you may contact me as the Peace Corps FOIA Public Liaison to discuss it at [vburke@peacecorps.gov](mailto:vburke@peacecorps.gov). Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer if you are unable to resolve any initial disputes with this office. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

You also have the right to submit an administrative appeal to the appellate authority within 90 business days of receipt of this letter. Please address the appeal to Clark Presnell, Acting Associate Director for Management, Peace Corps, 1275 First Street, NE, Washington, DC 20526. An appeal can be submitted by U.S. mail to the listed address, by fax at 202-692-1385, or by email at [foia@peacecorps.gov](mailto:foia@peacecorps.gov). Your appeal must include the FOIA request number and a statement explaining the reason for your appeal. Clearly mark "Freedom of Information Act Appeal" on the letter and envelope, email subject line, or the fax cover sheet.

If you have questions regarding this response, please contact Brianna Johnson, FOIA/PA Specialist, at 202-692-1236 or foia@peacecorps.gov.

Sincerely,

Virginia E. Burke  
FOIA/PA Officer

Enclosures

